



# City of Brisbane

## Parks and Recreation Commission

### Meeting Agenda

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Wednesday, March 11, 2026 at 6:30 PM • Hybrid Meeting • 50 Park Place, Brisbane, CA

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The public may observe/participate in Commission meetings using remote public comment options or by attending in person. Commissioners shall attend in person unless remote participation is permitted by law. The Commission may take action on any item listed in the agenda.

#### To Address the Commission

##### In Person:

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Members of the public are encouraged to submit written comments before the meeting, to be discussed in Written Communications.

##### Remote Participation:

Members of the public may observe/participate in the meeting by logging into the Zoom Webinar listed below. Commission meetings may also be viewed live and/or on-demand via the City's YouTube Channel, [youtube.com/brisbaneca](https://youtube.com/brisbaneca), or on Comcast Ch. 27. Archived videos may be replayed on the City's website, [brisbaneca.org/meetings](https://brisbaneca.org/meetings). Please be advised that if there are technological difficulties, the meeting will nevertheless continue if remote participation is available.

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##### Remote Public Comments:

Remote meeting participants may address the Commission. Aside from commenting personally while in the Zoom Webinar, you can also use the call-in number. The public comments received will be noted for the record during Citizen Communications. We encourage you to email comments in advance of the meeting to [brisbanerec@brisbaneca.org](mailto:brisbanerec@brisbaneca.org) since this email will not be monitored during the meeting. Emails received during the meeting will not be addressed and will not be brought to the attention of the Commission.

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Webinar ID: 970 0458 3387

Call In Number: 1 (669) 900-9128

##### Special Assistance:

If you need special assistance to participate in this meeting, please contact the Parks & Recreation Department (415) 508-2140 in advance of the meeting. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

##### Commissioners

**Call to Order**

**Roll Call**

- A. Remote Attendance Under the Just Cause Provisions of the Brown Act

**Adoption of the Agenda**

**Approval of the Minutes**

- B. Approval of February 11, 2026 Minutes

**Citizen Communication**

**Presentations**

n/a

**Old Business**

- C. Age-Friendly Action Plan update (Attachment)
- D. Crocker Trail CEQA study progress update & timeline (Attachment)

**New Business**

- E. Discuss topics for annual Commission workshop scheduled for April 22nd

*The Commission should discuss potential topics and areas of focus for its upcoming annual workshop. This discussion is intended to help identify priorities, emerging issues, and strategic initiatives that the Commission would like to explore in greater depth. Based on this input, staff will develop a proposed workshop agenda that reflects the Commission's interests and objectives and will proceed with planning accordingly.*

**Reports**

- F. Chairperson
- G. Subcommittees (Attachment)
  - i. Public Art Advisory Committee (Held on 2/24/26)
  - ii. Setting Subcommittee Meetings
- H. Commissioners
- I. Staff

**Commission Matters**

- J. Written Communications

**Adjournment**

**Next Meeting**

Note: The next regularly scheduled meeting will be April 8, 2026



**Brisbane Parks and Recreation Commission Action Minutes**

**REGULAR MEETING**

**February 11, 2026**

*HYBRID COMMISSION MEETING, 50 PARK PL., BRISBANE, CA*

**CALL TO ORDER**

Vice Chairperson Seawell called the meeting to order at 6:34pm.

**ROLL CALL**

Commissioners present: Gornitsky, Greenlee, Ocampo, Seawell, Sims

Commissioners absent: Anderson, Davis

Staff present: Recreation Director Leek, Recreation Supervisor Houghton, Administrative Assistant Bondoc

**ADOPTION OF AGENDA**

The Commission voted unanimously to adopt the February 11, 2026 agenda.

**APPROVAL OF MINUTES**

**A. January 14, 2026**

The Commission voted unanimously to approve the January 14, 2026 minutes.

**CITIZEN COMMUNICATIONS**

Resident Michael Barnes requested an update on the Crocker Trail Master Plan EIR. The Commission agreed to agendize this item for the March 11, 2026 meeting.

**PRESENTATIONS**

None

**OLD BUSINESS**

**B. Parcel R Park Planning Recommendations**

The Commission and public comment discussed recommendations for the site, identifying the highest priorities:

- Improved accessibility to the site and connectivity to adjacent areas
- Strategic earthwork to create gathering spaces that are protected from the wind
- Active recreation opportunities
- Public art

Staff will send a memo to the Council subcommittee on behalf of the Commission expressing their recommendations and priorities for the site.

**NEW BUSINESS**

None

## REPORTS

### C. Chairperson

None

### D. Subcommittees

#### a. Concerts in the Park Subcommittee Meeting (Held on 1/26/26)

To account for weather and possibly capture more concertgoers after summer, subcommittee members settled on a revised schedule: Fridays at 6pm (7/31, 8/7, 8/14) and Sundays at 2pm (8/23, 8/30). Local bands will be slotted for 8/7 and 8/23.

#### b. Public Art Advisory Committee Meeting (Held on 1/26/26)

In alignment with other City committees, new committee members will be recruited in the coming months. For now, the current members will work to review the artful bench applications. Commissioner Greenlee attended the meeting and brought up the idea of poetry boxes.

#### c. Ad Hoc Parcel R Park Planning Meetings (Held 1/28/26 & 2/4/26)

After tonight's recommendations, subcommittee members discussed the schedule through the end of June, including Council subcommittee meetings and a formal recommendation to the full City Council.

#### d. Setting Subcommittee Meetings

None

### E. Commissioners

- Commissioner Sims received a comment on Mission Blue Center's inadequate lighting for the oil painting class, for which a service request was submitted.
- Commissioner Greenlee provided paw-sitive feedback on the 1/31 Doggy Dip
  - Per staff: 50 dogs across 3 time slots, very successful fundraiser that covered costs, P&R Foundation will receive \$1,000 donation.
- Commissioner Seawell reiterated the inclusion of volunteer recognition at each meeting.
- Commissioner Greenlee also announced that the Garden Show will be on 5/30/26 at the library.

### F. Staff

Staff shared the latest on the following:

- 1/31: Doggy Dip, and Artists' Evening of Sharing (14 artists, 160 attendees)
- Ongoing pool maintenance
- Registration open for summer camp and spring swim lessons
- Open recruitments for summer recreation leaders and lifeguards
- YAC-published senior newsletter
- Community garden plot renewals and surveys
- 2/12 Valentine's cookie decorating at the Sunrise Room, and middle school dance at Mission Blue Center
- Youth art show at the library until 2/17
- 2/18 Kevin Fryer art showcase in the City Hall conference room

- 2/19 senior trip to Sausalito Bay Model Museum

**COMMISSION MATTERS**

**G. Written Communications**

Chris Florkowski's 1/14/26 communication regarding the Festival of Lights and Michael Barnes's 1/16/26 communication pertaining to Parcel R were acknowledged.

**ADJOURNMENT**

Vice Chairperson Seawell moved to adjourn the meeting at 8:03pm. The next regularly scheduled meeting will be March 11, 2026.



## PARKS & RECREATION COMMISSION AGENDA REPORT

**Meeting Date:** 3/11/2026

**From:** Nicole Houghton, Recreation Supervisor

Noreen Leek, Parks & Recreation Director

**Subject:** Age-Friendly Action Plan Update

### **Purpose**

To ensure vibrant, sustainable, supportive, and inclusive communities for all generations.

### **Recommendation**

Receive updates from staff regarding the Age-Friendly action plan.

### **Background**

On June 20, 2023, the American Association of Retired Persons (AARP) and the World Health Organization (WHO) formally designated the City of Brisbane an Age-Friendly City. The framework for age-friendly cities emphasizes the importance of involving older adults in the planning and decision-making to ensure their voices are heard, and their needs are addressed. The overarching goal of age-friendly cities is to create environments where older adults can thrive, maintain independence, and continue contributing to their communities. By addressing the diverse needs of an aging population, cities enhance the quality of life for older residents and create a more meaningful and inclusive community for people to age in place with grace and dignity.

Over the course of two years, a resident-driven Age-Friendly task force worked alongside City staff and the Center for Age Friendly Excellence (CAFÉ) to develop an Age-Friendly action plan. Brisbane's Age-Friendly action plan develops projects, programs, and policies that demonstrate evidence-based solutions based on nine domains. The domains include:

1. Outdoor Spaces and Buildings
2. Transportation
3. Housing
4. Social Participation
5. Communication and Information
6. Respect and Social Inclusion
7. Civic Participation and Employment
8. Community Support and Health Services
9. Emergency Services

\*The Age-Friendly Action Plan can be located here: <https://www.brisbaneca.gov/592/Age-Friendly-City>

The Age-Friendly Action Plan establishes a community-informed, data-driven framework to foster an inclusive and supportive environment where older adults can thrive, maintain independence, and safely age in place. Designed as a dynamic and evolving roadmap, the Plan integrates Age-Friendly principles into the City's existing policies, capital planning, and community programming. Rather than functioning

as a standalone initiative, it serves as a guiding lens across departments—strengthening coordination, advancing inclusivity, and positioning the City to sustain momentum, pursue future grant opportunities, and ensure residents can age with safety, activity, and dignity.

## **Discussion**

Following adoption of the action plan by the City Council, the Council subcommittee convened on several occasions to review the identified strategies and action items. During these meetings, the subcommittee engaged with representatives from the task force and members of the public to help identify priorities and provide direction to staff. Staff then initiated next steps to address these priorities and advance implementation of the proposed solutions. The following highlights provide an update on activities over the past year and summarize the action items completed.

### **Community Visibility & Intergenerational Engagement**

To increase awareness and foster intergenerational dialogue, the City hosted an Age-Friendly “Grand-Stand” booth at Day in the Park. Inspired by Mike Matthews’ 2012 “Grandma Stand” project, the booth invited older adults to share wisdom, advice, and lived experience with the broader community. Participants volunteered in 30–45-minute shifts and were provided lunch vouchers in appreciation of their time.

#### **Additional visibility efforts have included:**

- Continued designation of Age-Friendly seating at the annual Day in the Park and Festival of Lights events
- Formal recognition and proclamation for Hermann Reiss (Age-Friendly Task Force) as Volunteer of the Year
- The Artful Bench Program Pilot initiated by the Public Art Advisory Committee is underway
- Staff are partnering with the Complete Streets Safety Subcommittee (CSSC) to conduct a citywide audit of sidewalks, crosswalks, and tree-related sight obstructions
- Parcel R park planning discussions have included engagement strategies to support multigenerational use
- Waymo demonstration
- Notion boards have been implemented to track benchmarks throughout this process, these and all other information can be found at: [Age-Friendly City | Brisbane, CA](#)

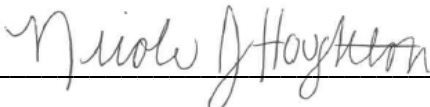
### **Communication Awareness**

Identified communication gaps have been addressed in the following ways:

- Increased cross-promotion of events and services with the Brisbane Library and working towards expanding digital literacy programming within this partnership
- Launched the first Sunrise Newsletter, organized by Youth Advisory Committee members for older adults featuring poetry, upcoming events, SMC Alert registration guidance, and brain games
- Continued dissemination of information regarding AARP educational webinars on housing solutions, community impact tools, and innovation strategies
- Continued collaboration with the City’s Communications team to expand awareness about the new website, streamlined social media publications, and newsletter inclusions

An Age-Friendly update will be shared with the Council in the coming months. The action plan progress evaluation by AARP will take place in late 2028. Following that evaluation, the City would subsequently develop an action plan 2.0 for 2028-2031.

This is an informational update for the Commission, and no action needs to be taken at this time.

  
\_\_\_\_\_  
Nicole Houghton, Recreation Supervisor

  
\_\_\_\_\_  
Noreen Leek, Parks & Recreation Director



## PARKS & RECREATION COMMISSION AGENDA REPORT

**Meeting Date:** 3/11/2026

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** Crocker Trail CEQA study progress update

### **Recommendation**

Receive an update regarding the Crocker Trail California Environmental Quality Act (CEQA) study and timeline for study completion.

### **Background & Discussion**

In 2021, the City Council adopted the Crocker Trail master plan. The purpose of the master plan was to bring to life the wants and needs of the community of Brisbane. Through implementing accessibility, safety and connectivity, ecological responsibility and education, recreational opportunities and the chance to support local artists, the Crocker Trail aims to improve the quality of life for all its visitors. The master plan addresses current planning issues and needs for restoration and safety along the trail and presents feasible solutions for its design and long-term operation and maintenance. The plan integrates both active and contemplative experiences for all Crocker Trail users- including the Industrial Park employees and local Brisbane residents.

In April, 2025, the City Council entered into an agreement (Attachment 1) with RRM Design Group to provide preliminary design and environmental compliance services for the improvement of the Crocker Trail. A California Environmental Quality Act (CEQA) study is the next step towards implementation of the Crocker Trail master plan. The study will ensure that environmental impacts are compliant and carefully considered, mitigated where possible, and that the public and decision-makers have the information they need to make informed choices about the project. The project timeline is included as Attachment 2 and it is scheduled to continue through Summer 2026. Staff met with the consultant team on 3/4/2026 to review the draft schematic package and will continue working with RRM to refine the package and prepare it to a 30% construction document level.

This report is strictly informational and there is no action needed from the P&R Commission at this time.

### **Attachments**

Attachment 1 RRM Agreement for Professional Services

Attachment 2 Project Timeline as of January 2026

A handwritten signature in cursive script that reads "Noreen Leek".

Noreen Leek, Parks & Recreation Director

## **AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT**, dated April 3, 2025 is made by and between THE CITY OF BRISBANE, a municipal corporation ("City"), and RRM Design Group ("Consultant").

### RECITALS

- A. City desires to retain Consultant to conduct Preliminary Design and Environmental Compliance Services for the Crocker Park Recreational Trail.
- B. City stipulates that Consultant is uniquely qualified to prepare the required document.
- C. Consultant represents that Consultant is specially trained, experienced, and qualified to provide such professional services and is willing to do so pursuant to the terms and conditions of this Agreement.

### AGREEMENT

1. **Scope of Services.** Subject to the direction and approval of City through its staff that City may provide from time to time, Consultant shall perform the services described in the scope of services attached as Exhibit A.

2. **Time of Performance.** The services of Consultant shall commence upon the execution of this Agreement and shall be satisfactorily completed within the agreed upon timeframe.

3. **Responsible Personnel.** The personnel acting on behalf of Consultant primarily responsible for performance of the services hereunder shall be as set forth within Consultant proposal.

4. **Compensation.** As compensation for all services to be performed by Consultant under this Agreement, Consultant shall be paid the amounts set forth in Exhibit B and incorporated herein by reference. In no event shall Consultant's total compensation exceed the agreed upon sum without additional authorization from City. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to City at the time of payment.

5. **Method of Payment.** Consultant shall submit billings to City describing in detail the work performed for which payment is requested, the date the services were performed, the number of hours spent and by whom, and a description of any reimbursable expenditures. Billings shall be submitted monthly, or at such other time as agreed upon between City and Consultant. City shall pay Consultant no later than 30 days after approval of the invoice by City. Such payment shall not be unreasonably withheld.

6. **Maintenance and Inspection of Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, time cards, and other records or documents relating to charges for services or expenditures charged to City, for a minimum of three (3) years from the date of final payment to Consultant under this Agreement and shall make the same available to City or its authorized representatives for inspection and audit, at any time during regular business hours, upon written request by City. The right of inspection shall include the right to make extracts and copies.

7. **Assignment and Subcontracts.** Consultant acknowledges that Consultant's special skill and expertise is a material consideration for City entering into this Agreement. Consultant shall not assign, subcontract or delegate to any other party the performance of any services to be rendered by Consultant or Subconsultants without the prior written approval of City. If City consents to any subcontracting of work, Consultant shall be fully responsible to City for all acts or omissions of the subconsultant.

8. **Ownership of Documents.** Upon payment of fees and expenses due, all plans, studies, documents and other writings prepared by and for the Consultant in the course of performing its services under this Agreement, except working notes and internal documents, shall become the property of City upon payment to the Consultant for such work, and City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and other writings to City upon written request.

9. **Independent Contractor.** Consultant is, and at all times shall remain, an independent contractor, and not agent, officer or employee of City. As such an independent contractor, neither Consultant nor any of Consultant's agents or employees shall be entitled to any salary, fringe benefits, worker's compensation, retirement contributions, sick leave, insurance or other benefit or right connected with employment by City, or any compensation other than as provided in this Agreement. Consultant shall have no power or authority to bind City to any contract or otherwise to incur any obligation or liability for, or on behalf, or in the name of City.

10. **Licenses.** Consultant represents and warrants to City that Consultant has all licenses, permits, qualifications, insurance and approvals of whatsoever nature that are legally required of Consultant to practice its profession. Consultant shall, at its sole cost and expense, keep and maintain such licenses, permits, qualifications, insurance and approvals in full force and effect at all times during the term of this Agreement. Consultant shall maintain a City of Brisbane business license.

11. **Compliance with Laws.** Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations in connection with the performance of its services under this Agreement.

12. **Employment Eligibility.** At the request of City, Consultant shall furnish to City copies of Employment Eligibility Verifications (INS Form I-9) or other evidence satisfactory to City showing that any or all persons providing services under this Agreement for on behalf of Consultant is eligible to be employed in the United States. In the event Consultant is unable or unwilling to provide the employment eligibility verification within ten (10) days after City's request, City may require the immediate removal from the project of such workers as specified by City, and upon any failure by Consultant to do so, City shall be entitled to terminate this Agreement.

13. **Indemnity.** To the extent allowed under Civil Code Section 2782.8, Consultant shall indemnify, defend, and hold City, its officers, officials, agents, employees and volunteers, harmless from and against any and all claims, demands, causes of action, losses, damages, injuries, expenses and liabilities, direct or indirect, including reasonable attorney's fees, to the extent actually caused by negligence or willful misconduct in the performance by Consultant of its services under this Agreement or its failure to comply with any of the its obligations contained in this Agreement, and City shall not be liable for any negligent

acts or omissions or willful misconduct of Consultant. And Consultant shall not be liable for the negligent acts or omissions or willful misconduct of the City.

14. **Insurance.** Consultant, at its own expense, shall procure and maintain, for the duration of this Agreement, insurance policies, which satisfy the following requirements:

(a) Type of policies and coverage:

- (1) *General Liability Coverage.* Consultant shall maintain commercial general liability insurance in an amount not less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage, providing coverage at least as broad as Insurance Services Office Commercial General Liability form CG 0001 (Ed. 11/88). If the form of insurance with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
- (2) *Automobile Liability Coverage.* Consultant shall maintain automobile liability insurance in an amount not less than \$1,000,000 combined single limit for each occurrence, for bodily injury and property damage, providing coverage at least as broad as Insurance Services Office form CA 0001 (Ed. 12/90) Code 1 (any auto).
- (3) *Workers' Compensation and Employer's Liability Coverage.* Consultant shall maintain workers' compensation insurance as required by the State of California and employer's liability insurance in an amount not less than \$1,000,000 per occurrence, for any and all persons employed by Consultant in connection with the performance of services under this Agreement. In the alternative, Consultants may rely on a self-insurance program to provide this coverage so long as the program of self-insurance complies fully with the provisions of the California Labor Code. The insurer, if insurance is provided, or Consultants, if a program of self-insurance is provided, shall waive all rights of subrogation against City for loss arising from work performed by Consultants for City.
- (4) *Professional Liability Coverage.* Consultant shall maintain professional errors and omissions liability insurance in an amount not less than \$1,000,000 per occurrence, covering negligent acts, errors or omissions which may be committed by Consultant in the performance of its services under this Agreement.

(b) Endorsements: Each general liability and automobile liability insurance policy shall contain, or be endorsed to contain, the following provisions:

- (1) The City, its officers, officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant; premises owned, occupied or used by Consultant; or automobiles owned, leased, hired or borrowed by Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City, its officers, officials, employees, agents or volunteers.



16. **Litigation Expenses and Attorneys' Fees.** If any party to this Agreement commences any legal action against the other party to enforce or interpret this Agreement, the prevailing party shall be entitled to recover all costs and expenses that may be incurred in connection therewith, including court costs, expert witness fees, discovery expenses, and reasonable attorneys' fees.

17. **Termination of Agreement.** This Agreement may be terminated by any party, effective upon written notice, should the other party commit any material default in the performance of its obligations hereunder. This Agreement may also be terminated by either party, for any reason, upon fifteen (15) day's prior written notice to the other party. In the event this Agreement is terminated by City through no fault of Consultant, Consultant shall be compensated for all services performed to the date of termination.

18. **Equal Opportunity Employment.** Consultant warrants that it is an Equal Opportunity Employer and shall comply with applicable regulations governing equal opportunity employment.

19. **Miscellaneous Provisions.**

- (a) **Severability.** Should any portion of this Agreement be declared void or unenforceable in a final decision by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement can be reasonably interpreted to implement the intention of the parties.
- (b) **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes and cancels all prior agreements or understandings, whether written or verbal.
- (c) **Amendments.** This Agreement may be modified or amended only by a written document duly executed by both City and Consultant.
- (d) **Waiver.** The waiver of any breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same provision or any other provision of this Agreement.
- (e) **Execution.** Each party warrants that the individuals signing this Agreement on its behalf have the legal power and authority to do so and to bind the party to this Agreement.
- (f) **Successors and Assigns.** Subject to the restriction against assignment and subcontracting, this Agreement shall be inure to the benefit of and shall be binding upon the heirs, personal representatives, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

THE CITY OF BRISBANE

By:   
Jeremy Dennis, City Manager

ATTEST:

  
Ingrid Padilla, City Clerk

APPROVED AS TO FORM:

RRM Design Group  
By: 

Mike Sherrod, Managing Partner  
(Name, Title)

  
Thomas McMorrow, City Attorney



# Exhibit “A” Scope of Services Crocker Park Recreational Trail

## I. PROJECT SUMMARY

The City of Brisbane (City) wishes to engage the services of RRM Design Group (RRM) to provide Preliminary Design and Environmental Compliance services for the improvement of the Crocker Park Recreational Trail (Project) located in a former Southern Pacific right-of-way which now boasts a 2.2-mile loop at the foot of San Bruno Mountain. The existing trail winds through the Industrial Park, passing directly behind many of the businesses along Valley Drive, through the "spine" of the Industrial Park and includes the opportunities for additional amenities and connectivity.

## II. SCOPE OF SERVICES TASK OUTLINE

### Task A: Pre-Design Services

- Subtask A.01: Topographic Survey and Base Mapping
- Subtask A.02: Kickoff Meeting and Field Walk
- Subtask A.03: Tree Inventory

### Task B: Preliminary Design Services

- Subtask B.01: Draft Schematic Package
- Subtask B.02: Design Team Review Session
- Subtask B.03: Final Schematic Package
- Subtask B.04: Final Schematic Package Presentation to an Approval Body

### Task C: CEQA Compliance Services

- Subtask C.01: Biological Resources Technical Report
- Subtask C.02: Project Description

### Task D: Project Coordination Services

- Subtask D.01: Project Coordination & Management
- Subtask D.02: Project Development Team (PDT) Meetings

### Task E: Optional Services

- Subtask E.01: Notice of Exemption and Categorical Exemption Memorandum
- Subtask E.02: Administrative Draft IS/MND
- Subtask E.03: Publicly Circulated Draft IS/MND
- Subtask E.04: Final IS/MND and Response to Comments
- Subtask E.05: Delineation of Waters of the U.S and Waters of the State



### III. DETAILED SCOPE OF SERVICES for TASKS A, B, C, and D

Services will be performed for Crocker Park Recreational Trail in the former Southern Pacific right-of-way.

#### Task A: Pre-Design Services

##### Subtask A.01: Topographic Survey and Base Mapping

RRM will conduct topographic survey work within the project area to create a base map file suitable for preliminary design. The survey scope will include the following components:

- Aerial Survey

RRM will facilitate the coordination of aerial mapping of the proposed path and project site with the photogrammetrist (See Attachment A for survey limits). This task will include establishing horizontal and vertical survey control. The horizontal and vertical datum will be based on the CCS83 (2011) State Plane Coordinates and NAVD 88 unless suitable local agency controls are available. RRM Surveying will coordinate with Lumos Aerial Mapping to obtain aerial photography suitable for compiling a topographic map at a scale of 1" = 40' showing contours at 1.0-foot intervals with planimetric features, including detail on roads, buildings, fences, power poles, trees canopies, brush, and other aboveground features according to standard practice and National Mapping Standards. The contour information on the aerial mapping will only be visible in the open areas. The areas obstructed by tree cover will not show contour information. Accuracy will equal or exceed national map accuracy standards for large-scale topographic maps compiled by photogrammetric methods. The finished product will be available in digital format compatible with AutoCAD Civil 3D with digital orthophotos.

- Supplemental Topographic Ground Survey

For items obscured in the aerial mapping, RRM will perform topographic ground surveying to supplement aerial photography. The collected data will be incorporated into a digital base map for use in the design. Surface evidence of utilities will be shown on the map along with subsurface alignment, if known. RRM will locate property monuments in the field from existing public documents to show a record boundary on the topographic map; however, a complete boundary survey or setting missing property corners is excluded from this scope of services. As part of this supplemental survey work, RRM will survey trees within the trail right-of-way shown in the City-provided 2024 Street Tree Inventory and merge the tree numbers and locations into the project's AutoCAD base file for use by the project team.

**Deliverables:**

- Topographic and planimetric features map file in AutoCAD format and incorporated into aerial mapping
- Supplemental field survey data in AutoCAD format

##### Subtask A.02: Kickoff Meeting and Field Walk

To initiate the design process and to get the project rolling, RRM's team will conduct a kickoff meeting and field walk. Principally, this meeting will provide an opportunity to confirm the schedules' key milestones.



This meeting will also provide a forum to discuss the data we’ve collected thus far, identify any outstanding data needs.

Following the kickoff meeting, RRM and the project team will walk the alignment noting the existing physical features/context and confirm initial design amenities and locations based on the Crocker Park Trail Master Plan. The objective of this tour is to evaluate site constraints and discuss pros and cons for potential amenities options/locations identified in the master plan.

**Deliverables:**

- Prepare for and conduct one (1) kickoff meeting
- Prepare for and conduct one (1) site tour
- Meeting and site tour notes

**Subtask A.03: Tree Inventory**

RRM’s team will import the data from the City’s 2024 Street Tree Inventory into AutoCAD, draft tree symbols to scale, and label the associated trees on the plans. RRM’s environmental subconsultant, WRA, Inc. (WRA), will provide support for the review and processing of data included in the City’s existing tree inventory. A certified WRA arborist will assist in verifying the tree species, diameter, and location of trees. Following initial data review and labeling, RRM Surveying will locate critical trees within the trail right-of-way via task A.01.

The following relevant metrics are included in the existing tree inventory provided by the City:

- Species, including identification of native/non-native/invasive/special status
- Diameter at breast height (DBH), measured on-site as feasible
- Height, visually estimated
- Health status (poor, moderate, good)
- Structure status (poor, moderate, good)

For the purposes of the plans, only trees inventoried with DBH of four inches or greater will be included in the plans. Trees with DBH less than four inches will not be shown or referenced.

**Deliverables:**

- Plans showing trees within trail right-of-way labeled with tree number corresponding to City’s inventory database
- Tree inventory report of trees DBH of four (4) inches or greater within the trail right-of-way

**Task B: Preliminary Design Services**

**Subtask B.01: Draft Schematic Package**

Based on the current trail alignment in the Crocker Park Recreational Trail Master Plan, the field walk in Task A.02, prior biological constraints assessment and tree inventory, RRM will develop a draft schematic



package in the form of a series of drawings illustrating the trail’s improvement to the recently completed trail resurfacing project. The drawings will address the following major components:

- Trail Element Keynote Plan

Using the Master Plan and recently completed trail alignment as a guide, RRM will lay out trail amenities such as lighting, nature play, outdoor education, fitness stations, seating and gathering spaces, and bike skills training elements at scale to fully develop the design concept for the initial design review session.

- Retaining Walls

Retaining walls may be needed to create space for the trail and trail amenities within the corridor. Conceptual level plans for these structures will be developed with system and material options.

- Boardwalk Structures

A pier supported trail deck or boardwalk where South Hill Drive and West Hill Drive converge, will be explored to reduce impacts to a seasonal wetland. The plans will show location, length, materials and structure type options will be developed for consideration by the City.

- Street Crossings

For each location where the trail will cross a street, the Crocker Park Recreational Trail Master Plan crossing designs will be incorporated into the schematics plans and developed to illustrate the configuration of the trail crossing design. The plans will include alignment, lighting, signing, stripping, and traffic control devices specific to each crossing location. This scope assumes the prior traffic count data is sufficient and no new counts or traffic memo will be required for the analysis of the crossings.

The draft schematic design package will be communicated through a combination of plan view graphics and sections as deemed appropriate by RRM. The package will be provided to the City in advance of the upcoming review session.

**Deliverables:**

- Draft schematic design plan package

### **Subtask B.02: Design Team Review Session**

RRM will facilitate a meeting with City staff to review the draft schematic package via Teams, Zoom, or another acceptable platform. The project team will present the trail layout, trail amenities, proposed boardwalk type and material, retaining wall type and material, and street crossing concepts. The primary goal of this review session is for the City’s team to weigh in on the alignment, amenities, locations, and seek consensus for these components. This process will allow RRM’s team to advance the project to the final schematic package level.

**Deliverables:**

- Prepare for and conduct one (1) virtual design team review session
- Meeting notes



### **Subtask B.03: Final Schematic Package**

Based on the comments received from the City's team, RRM's team will develop the final schematic package to a 30% construction document level. The final schematic package will include drawings and preliminary details for the following major components:

- Trail Alignment
- Demolition and relocation items
- Amenity locations and layouts
- Boardwalk or pier supported deck foundation design
- Boardwalk or pier supported deck structure design
- Retaining wall type and size
- Street crossing design
- Bike/Pedestrian traffic control devices
- Lane restriping
- Lighting locations

The final schematic design plan package will be communicated through a combination of plan view graphics, sections and/or elevations and will include a cost opinion.

#### **Deliverables:**

- Final schematic design plan package
- One (1) preliminary cost opinion

### **Subtask B.04: Final Schematic Package Presentation to an Approval Body**

RRM will work with the City's team to prepare for and present the final schematic design plan package to one approval body as determined by the City. The goal of this presentation is to communicate the final schematic design and share the project's key highlights. RRM will develop a power point and/or other presentation support media/graphics as determined appropriate by the City/RRM team for the presentation via an online meeting platform.

#### **Deliverables:**

- Prepare for and present the final schematic design plan package at one (1) public meeting

## **Task C: CEQA Compliance Services**

### **Subtask C.01: Biological Resources Technical Report**

WRA will prepare a Biological Resources Technical Report (BRTR) in support of a California Environmental Quality Act (CEQA) document. WRA completed a Constraints Assessment for the Master Plan in 2020, however, the site requires a more comprehensive analysis to support the CEQA process. As such, the steps of the BRTR are outlined below.



- Literature and Database Investigation

Prior to the site visit (described in the following bullet item), a search of the California Department of Fish and Wildlife (CDFW) Natural Diversity Data Base, the California Native Plant Society database, and the US Fish and Wildlife Service’s County list will be conducted to determine which protected species and/or critical habitat potentially occur in the vicinity of the site. Based on this search, and a review of other CDFW lists and publications, a list of potential species will be generated. In addition, available aerial photography (from Task A.01), U.S. Geological Survey (USGS) maps, and other sources will be reviewed for the potential location of wetland, riparian, oak woodland, or other sensitive species for the area.

- Site Visit and Observations

A site visit will be undertaken, and the habitats present assessed to determine suitability for special status wildlife and plants. Possible impacts to sensitive species located within the footprint of the proposed project will be the focus of the site inspection; however, any potential indirect impacts from the project will also be assessed. If any sensitive species are observed during the site visit, they will be recorded.

- BRTR Preparation and Submittal

A technical report on biological resources will discuss the results of the literature search and field reconnaissance. The report will provide information on the known or potential use of the site by any sensitive species. Potential use will be ranked as either low, moderate, or high depending upon the suitability of the habitat or proximity of any known records uncovered in the database search. If any sensitive species are observed, they will be reported in the findings. If wetlands, streams, ponds, riparian areas or other sensitive habitats areas are observed either on the ground or on aerial photographs, they will also be described and mapped. This includes the 0.08-acre potential seasonal wetlands and 6,667 linear feet (0.15 acre) of earthen ephemeral drainages documented in the 2020 Constraints Assessment. Note: Based on the results of the site assessment, the BRTR may indicate the need for additional studies which could include special-status plant or wildlife surveys, a formal delineation of potentially jurisdictional wetlands and non-wetland waters, or other focused study if warranted. WRA will advise the City of any constraints that may affect project siting and work with the City to resolve any issues as needed. These studies can be prepared under a contract amendment for the additional work.

**Deliverables:**

- BRTR including necessary figures and tables

### **Subtask C.02: Project Description**

The project description is the basis for analyzing the environmental impacts of the proposed project; it is important to prepare the project description as early in the CEQA process as possible. WRA will review all relevant project description materials and will work closely with RRM and the City to prepare a draft version of the project description to be used in CEQA’s Categorical Exemption (CE) or Initial Study/Mitigation Negative Declaration (IS/MND). To support preparation of the project description, WRA staff will review available documentation relevant to completing a the CEQA CE or IS/MND for the project.



WRA’s environmental planners will prepare a project description that includes elements necessary to comply with CEQA. The project description will include the following:

- Project Location and Site Characteristics  
Project location, size, zoning, relationship to other plans and uses.
- Project Characteristics  
Project components, including building height, number of dwelling units, amenities, parking, existing and proposed trees.
- Project Construction  
Phases, excavation, foundations, schedule, staging, construction equipment, vehicle trips.
- Project Approvals  
The list of approvals needed or otherwise anticipated.

The draft project description will be submitted to the City and RRM for review. WRA assumes one round of revisions, and all comments will be consolidated into a single set of comments to which WRA can respond. WRA will revise the draft and prepare a final project description. WRA assumes all drawing sets, plans, renderings, and project details will be provided.

Following the development of the BRTR findings and development of project description, it will be determined if the project will qualify for CEQA’s Categorical Exemption (CE) and authorize Optional Task E.01 DFFD. If any project characteristics or BRTR findings trigger an “exception” to a CE per Section 15300.2 of the CEQA guidelines, then preparation of an Initial Study/Mitigation Negative Declaration (IS/MND) would be required and authorized in Optional Tasks E.02, E.03 and E.04.

**Deliverables:**

- Draft project description
- Final project description

## **Task D: Project Coordination Services**

### **Subtask D.01: Project Coordination and Management**

RRM’s project manager will coordinate with the City, design staff, and sub-consultants as necessary on an on-going basis throughout the project’s lifecycle. This task also includes project schedule creation and maintenance as tasks are completed, internal quality assurance/quality control (QA/QC), document review, and day-to-day project coordination efforts including general correspondence and telephone conference as required to support City staff during the project’s development.

**Deliverables:**

- Memos, meeting minutes, project schedule maintenance and general correspondence for document control, compiled in electronic and hardcopy file form
- Project schedule creation and maintenance



### **Subtask D.02: Project Development Team (PDT) Meetings**

RRM's project manager, and appropriate team member(s) as the subject matter dictates, will prepare for and attend up to five video conference PDT meetings with the City's team during the life of the project. This scope assumes five meetings will be conducted via Teams, Zoom, or another acceptable video conference platform. These meetings will provide an opportunity to collectively review, discuss, and clarify any design issues so that work may proceed in an efficient manner.

#### **Deliverables:**

- Prepare for and facilitate up to five (5) video conference PDT meetings
- Prepare and distribute meeting notes

## **IV. DETAILED SCOPE OF SERVICES for TASK E**

### **Task E: Optional Services: IS/MND**

#### **Subtask E.01: Notice of Exemption and Categorical Exemption Memorandum**

Following the development of the BRTR findings and project description development, if the project will qualify for CEQA's Categorical Exemption (CE), the City will authorize this task for WRA will evaluate the potential project impacts on the environment according to the requirements of CEQA CE. WRA will prepare a CE Memorandum to provide the substantial evidence required to demonstrate that the project meets the criteria under CEQA guidelines § 15302. The CE Memorandum will document the following:

- Cumulative Impacts  
The CE Memorandum will review the project's effects on the environment in combination with other reasonably probable cumulative projects
- Significant Effects due to Unusual Circumstances  
The CE Memorandum will document that the project would not result in significant effects due to unusual circumstances
- Scenic Highways  
The CE Memorandum will analyze the project's effects on scenic resources that are located within an officially designated State scenic highway
- Hazardous Waste Site  
The CE Memorandum will document that the project is not located on the Cortese List, pursuant to Section 65962.5 of the Government Code
- Historical Resources  
The CE Memorandum will document that the project would not have any significant impact on historic and historical archaeological resources as supported by desktop research of databases including the California Register of Historical Resources

An Administrative Draft CE Memorandum will be submitted for review by RRM and the City. WRA assumes one round of revisions and consolidated comments on the Administrative Draft. Upon receipt of comments,



WRA will prepare a Screencheck draft CE for approval by the City. Once the Screencheck draft is approved, a Final CE Memorandum will be prepared and WRA will file the Notice of Exemption (NOE). The final deliverable will be provided in electronic format via PDF.

**Deliverables:**

- Administrative Draft CE Memorandum
- Screencheck Draft CE Memorandum
- Final CE Memorandum and NOE

**Subtask E.02: Administrative Draft IS/MND**

WRA will prepare an Administrative Draft IS/MND for the proposed project utilizing the Appendix G Thresholds of Significance from the current version of the State CEQA Guidelines. The IS/MND will evaluate the proposed project's potentially significant impacts as the project relates to the environmental topics in the CEQA Guidelines Appendix G Initial Study Checklist. Existing reports already prepared for the project site will be used to the maximum extent feasible, if available and provided to WRA. WRA assumes all comments will be consolidated and will complete one round of revisions on the Administrative Draft IS/MND.

**Deliverables:**

- Administrative Draft IS/MND

**Subtask E.03: Publicly Circulated Draft IS/MND**

Upon receipt of comments, WRA will prepare one copy of a Screencheck Draft IS/MND for approval by the City. Upon approval of the Screencheck Draft IS/MND, WRA will prepare a Draft IS/MND and submit it to the City. WRA will produce and circulate the Notice of Intent (NOI), as well as any other CEQA noticing requirements, including the Notice of Completion (NOC) and project summary form to the State Clearinghouse CEQANet Portal. It is assumed that the City will be responsible for helping prepare the mailing list and pay for any notices in the local newspaper. The City's signature will also be required for applicable CEQA noticing requirements.

**Deliverables:**

- Screencheck Draft IS/MND
- Draft IS/MND, NOI, NOC

**Subtask E.04: Final IS/MND and Response to Comments**

Following completion of the 30-day public review period, WRA will respond to any agency and public comments that were submitted during the IS/MND public review period. The extent of work necessary to complete the final IS/MND is contingent upon the number and nature of public comments received after the IS/MND is circulated. For the purposes of this proposal, WRA has assumed up to 16 hours will be needed to respond to any comments on the IS/MND. As a part of this task, WRA will also prepare the Mitigation Monitoring and Reporting Program (MMRP) for the project. WRA will prepare a Final IS/MND including Response to Comments, MMRP, and Appendices. WRA will be responsible for the preparation and filing of



the Notification of Determination (NOD) with the County Clerk within five days of project approval whereas the City will be responsible for payment of all required filing and CDFW CEQA review fees.

**Deliverables:**

- Final IS/MND including Responses to Comments, MMRP, Appendices, NOD

**Subtask E.05: Delineation of Waters of the U.S and Waters of the State**

Following the site visit, a draft wetland delineation report will be prepared which includes maps showing all areas of potential U.S. Army Corps of Engineers (Corps) and Regional Water Quality Control Board (RWQCB) jurisdiction found within the study area. This study will assist in the development of a thorough environmental analysis that assesses potential impacts to jurisdictional waters. This task assumes one draft and one final version of the report will be prepared that covers the entire trail extent.

The purpose of the delineation is to evaluate the presence of aquatic resources (i.e., wetlands, streams, or ponds) potentially subject to jurisdiction by the Corps and RWQCB as Waters of the U.S. and State and the CDFW under the California Fish and Game Code. The Corps has outlined standard methods for conducting aquatic resource delineations, methods which are generally accepted by the RWQCB. Additionally, CDFW regulates streams and riparian areas. For wetlands, the Corps jurisdiction typically includes wetlands that meet specific criteria for vegetation, soils, and hydrology.

**Deliverables:**

- Draft Wetland Delineation Report
- Final Wetland Delineation Report

**V. CITY RESPONSIBILITIES AND ASSUMPTIONS**

- One contact person who will serve as the City's representative will consolidate all agency review comments into one list of official comments to which RRM's team can respond
- Meeting location and facilities and public meeting noticing
- The existing traffic memorandum and count data for crossing designs are current and will not be updated
- Any biological survey, assessment, or other reconnaissance is dependent on current conditions, and data obtained may not be accurate or applicable in subsequent years
- Changes to the project description that require revisions to the subsequent CEQA documentation may result in additional costs to be covered under a separate scope of work
- If additional technical reports are required, associated costs will be covered under a separate scope of work
- Recent geotechnical investigations in proximity of project will be utilized as reference for schematic design of foundations or footings
- The City will be responsible for payment of all required filing and CDFW CEQA review fees



## VI. LIMITATION OF SCOPE

Please note that the tasks to be performed by the RRM team are limited to those outlined above. This scope of services excludes the following:

- Underground utility mapping
- Geotechnical investigation
- Traffic count services
- Amended traffic memorandum
- Record boundary survey
- Stormwater management plan
- Preparation of the SWPPP and SMARTS registration
- Utility analysis or improvement beyond project limit
- Lighting photometric design
- Percolation/infiltration testing
- NEPA compliance documentation
- Payment of fees (e.g., permit, processing, noticing, etc.)

Any additional services that RRM Design Group is asked to perform over and above the tasks described above will be billed on a negotiated and City approved fixed fee or hourly basis as additional services.





# Exhibit “B” Compensation Crocker Park Recreational Trail

## Basic Services

### Task A: Pre-Design Services

Subtask A.01	Topographic Survey and Base Mapping	Fixed Fee:	\$	72,830
Subtask A.02	Kickoff Meeting and Field Walk	Fixed Fee:	\$	4,820
Subtask A.03	Tree Inventory	Fixed Fee:	\$	12,530

### Task B: Preliminary Design Services

Subtask B.01	Draft Schematic Package	Fixed Fee:	\$	21,080
Subtask B.02	Design Team Review Session	Fixed Fee:	\$	600
Subtask B.03	Final Schematic Package	Fixed Fee:	\$	22,420
Subtask B.04	Final Schematic Package Presentation to Approval Body	Fixed Fee:	\$	1,550

### Task C: CEQA Compliance Services: Categorical Exemption

Subtask C.01	Biological Resources Technical Report	Fixed Fee:	\$	15,290
Subtask C.02	Project Description	Fixed Fee:	\$	7,700

### Task D: Project Coordination Services

Subtask D.01	Project Coordination & Management	Fixed Fee:	\$	12,980
Subtask D.02	Project Development Team Meetings (All virtual)	Fixed Fee:	\$	3,000

Reimbursable Expenses \$ 1,000

**Total Basic Services \$ 175,800**

## Optional Services

### Task E: Optional Services

Subtask E.01	Notice of Exemption and Categorical Exemption Memorandum	Fixed Fee:	\$	9,790
Subtask E.02	Administrative Draft IS/MND	Fixed Fee:	\$	29,700
Subtask E.03	Publicly Circulated Draft IS/MND	Fixed Fee:	\$	4,180
Subtask E.04	Final IS/MND and Response to Comments	Fixed Fee:	\$	4,400
Subtask E.05	Delineation of Waters of the U.S and Waters of the State	Fixed Fee:	\$	13,200

**Total Optional Services \$ 61,270**

**Total Project Budget \$ 237,070**

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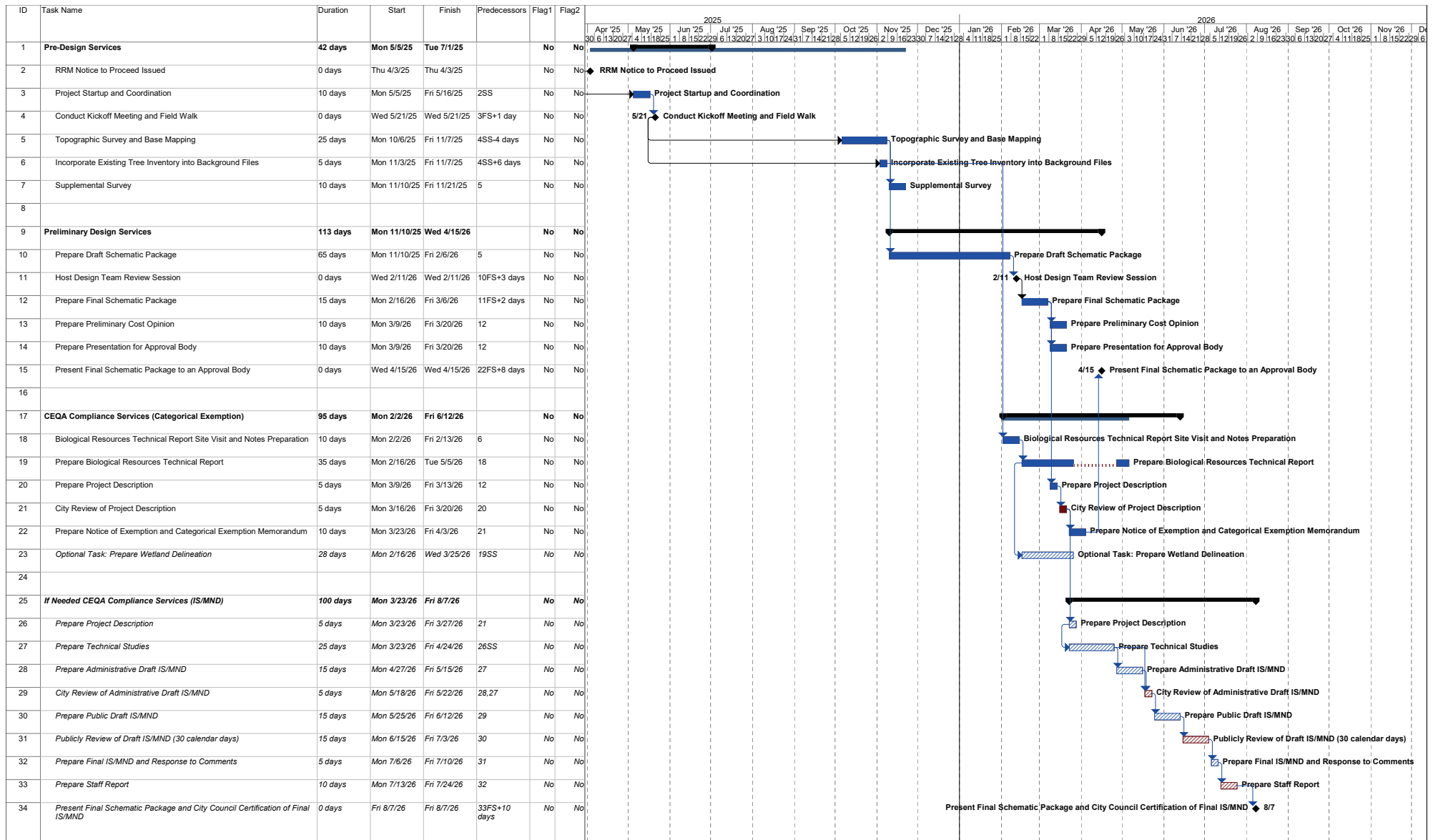
San Luis Obispo | San Leandro | Santa Barbara | Ventura | San Juan Capistrano | San Diego | Seattle  
a California corporation • Leonard Grant, Architect C26973 • Robert Camacho, PE 76597 • Steven Webster, LS 7561 • Jeffrey Ferber, LA 2844



Notes:

1. *Fixed Fee tasks will be billed as the work progresses until the task is completed and the total amount stated in the contract for the task is invoiced*
2. *Estimated fees for tasks shown as "Time and Materials (T&M)" are provided for informational purposes only. Amounts billed for these tasks, which will reflect actual hours at RRM's rates, and reimbursable costs, may be more or less than the estimate given*
3. *RRM may adjust any individual line amount within the total amount shown, with written approval of the City*
4. *Reimbursable expenses include such things as document reproduction, plotting services, public workshop materials, company car mileage (current federal rate), lodging, per diem, and overnight delivery and will be billed at cost (10% markup)*
5. *RRM reserves the right to adjust hourly rates on an annual basis*





## **PARKS & RECREATION COMMISSION SUBCOMMITTEES:** Updated 1/14/2026

*The purpose of designated subcommittees is to investigate specific topics of interest to the Parks & Recreation Commission. They are to gather information and develop proposed solutions which are then to be presented to the Commission at a regular or special meeting as determined by the Chairperson.*

### **SUBCOMMITTEE**

BRISBANE DERBY / DAY IN THE PARK  
CONCERTS IN THE PARK  
EVENTS  
FESTIVAL OF LIGHTS  
HABITAT RESTORATION  
PUBLIC ART ADVISORY  
RECREATION PROGRAMS  
RECREATIONAL FACILITIES  
SENIORS  
TEEN SERVICES (YAC)  
TRAILS DEVELOPMENT  
SIERRA POINT PARK AD HOC  
FOUNDATION AD HOC  
IDEA AD HOC  
ECONOMIC VITALITY

### **COMMISSIONERS**

(3) ANDERSON, GREENLEE, OCAMPO  
(3) OCAMPO, SIMS  
(3) ANDERSON, GREENLEE, SEAWELL  
(3) DAVIS, OCAMPO  
(3) DAVIS, OCAMPO, SIMS  
(2) SEAWELL, SIMS  
(3) OCAMPO, SIMS  
(3) GREENLEE, OCAMPO, SEAWELL  
(3) ANDERSON, DAVIS, SIMS  
(3) ANDERSON, SIMS  
(3) DAVIS, GREENLEE  
(3) DAVIS, SEAWELL, SIMS  
(2) SEAWELL, SIMS  
(1) DAVIS  
(3)

### **STAFF**

MONROY & FRANCO  
HOUGHTON & FRANCO  
HOUGHTON  
HOUGHTON & RODAS  
FRANCO & ETHELTON (W/OSEC)  
LEEK (W/ COMMITTEE)  
HOUGHTON & MONROY  
LEEK & MONROY  
HOUGHTON & FRANCO  
HOUGHTON & NAHASS  
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